

## **INSTRUCTIONS: AFFIDAVIT OF PROPERTY VALUE**

Much of the form is self-explanatory. These instructions provide clarification for selected items. For further assistance, please contact the County Assessor, the County Recorder, the Department of Revenue, or an Arizona real estate professional.

- 1. ASSESSOR'S PARCEL IDENTIFICATION NUMBER(s)** - This ID # can be obtained from the County Assessor. Naturally, if the sale consists of one parcel, it should be entered as the Primary Parcel. If the sale includes more than one parcel, the one that most influenced the sale should be listed as the **Primary Parcel**, with the additional parcels listed in the spaces provided. However, no more than four additional parcels should be entered.
- 3b. RELATED BUYER AND SELLER?** - Please indicate if the buyer and seller are related persons or related business entities. **Examples:** 1) A sale between parent and child, 2) A sale between a parent corporation and its subsidiary, 3) A sale between an individual and a business owned by that individual.
- 4. ADDRESS OF PROPERTY** - The property's street address and city. If the property does not have a street address, provide a brief description of its location.
- 5. MAIL TAX BILL TO** - Name and address where the tax bill can be mailed. Include city, state and zip.
- 6. PROPERTY TYPE (for Primary Parcel)** – The key is to answer this basic question. What type of property was purchased for the Sale Price in Item 11? If there is more than one use, check only that use which is most predominant. If the sale includes more than one parcel, check only the predominant use of the **Primary Parcel**. **Note:** Do not use **Box F** for a sale of vacant land.
- 10. TYPE OF DEED OR INSTRUMENT** - Check only one box. If "**Other**", briefly describe.
- 11. SALE PRICE** - The amount agreed upon by the seller and the buyer. Costs associated with the sale, such as sales commissions and closing costs, should not be added to or deducted from the sale price.
- 12. DATE OF SALE** - Enter a **two-digit month** and a **two-digit year**. **Note:** This should be the date of the sale agreement, i.e. the date on which the sale was agreed upon by the seller and the buyer.
- 14. METHOD OF FINANCING** – If you check **Box A**, do not check any other box. **Box B** pertains to a transaction by means of barter, which is a trade by exchanging one item for another.
- 15. PERSONAL PROPERTY** - A definition of personal property is on Page 2 of the form. If the answer to **Part A** is **Yes**, enter the dollar amount in **Part B** and give a brief description. If necessary, provide an approximate estimate in Part B.
- 16. PARTIAL INTEREST** – A partial interest is less complete than a fee simple interest. **Examples:** water rights only; a timeshare; a leasehold estate (tenant's interest); a percentage interest (e.g. 25%).
- 18. LEGAL DESCRIPTION** - Enter the complete legal description, as stated on the deed. Additional pages may be attached if necessary.

**IMPORTANT: SIGNATURES and NOTARIZATIONS** - The affidavit must be signed by both the seller and the buyer, or their agents. The affidavit must be notarized.